

# Corrective Action Plan Checklist

(Evaluation of Laboratory's Corrective Action Plan Addressing  
Utah ELCP On-Site Survey Reports)

**Laboratory Name:**

**Corrective Action Plan Received On:**

**Evaluation Performed By:**

**Evaluation Completed (date):**

- ☐ **Has the corrective action plan been signed by the laboratory's director of record (refer to application for certification)?**
  
- ☐ **Have all standards (NELAP) cited in the on-site survey report been thoroughly addressed?**

**NELAP Chapter 5 Reference: \_\_\_\_\_**

**Completed Actions:**

- ☐ Is an implementation date (XX / XX / XX) indicated for the completed corrective action?
- ☐ Does the description of the action clearly illustrate how the standard was achieved?
- ☐ Does the plan of correction demonstrate that the full extent of the standard is understood by the laboratory management?
- ☐ Is supportive documentation included that demonstrates compliance with the standard; and, are attachments clearly cross-referenced?
- ☐ Are copies of records included to demonstrate staff training events when appropriate?  
OR
- ☐ Does the plan of correction indicate the extent of, and dates for, planned training events for laboratory staff?
- ☐ Are copies of quality assurance records included that verify compliance?
- ☐ Are plans for continuing verification of compliance by the *Quality Assurance Officer* described as appropriate?
- ☐ Is there specific language indicated in the corrective action plan that will be incorporated into the laboratory's procedure(s) and/or quality assurance plan when appropriate; and, are planned revision dates for procedures and the QA plan specified?

**NELAP Chapter 5 Reference: \_\_\_\_\_**

**Planned Actions:**

- [ ] Is an implementation date (XX / XX / XX) indicated for each planned corrective action?**
- [ ] Are the implementation dates within the required time constraints?**
- [ ] Does the plan of correction fully describe how the standard will be achieved?**
- [ ] Does the plan of correction demonstrate that the full extent of the standard is understood by the laboratory management?**
- [ ] Does the plan of correction indicate the extent of, and dates for, planned training events for laboratory staff?**
- [ ] Are plans for initial, and continuing verification of compliance by the *Quality Assurance Officer* described as appropriate?**
- [ ] Is there specific language indicated in the corrective action plan that will be incorporated into the laboratory's procedure(s) and/or quality assurance plan when appropriate; and, are planned revision dates for procedures and the QA plan specified?**